

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –
Information Technology

SALARY GROUP: B21

DEPARTMENT: Manufacturing and Logistics

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 03/10/2015

POSITION #: 024538

I. JOB SUMMARY

Performs highly complex administrative and supervisory work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff within the manufacturing and logistics information systems program; plans, implements, coordinates, monitors, and evaluates the technology program; develops and implements technology program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
 - B. Establishes program goals and objectives; oversees and conducts special investigations, program analyses, and research studies; oversees the use and interface of systems, subsystems, and software applications to include security controls; and oversees routine server and network support and maintenance.
 - C. Prepares and evaluates program budget requests; and prepares and oversees the preparation of program management and productivity correspondence and reports.
 - D. Provides guidance to employees in handling complex problems regarding technology issues; and provides training and technical assistance in the program area.
 - E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Computer Science, Management Information Systems, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning public administration or program administration experience to include three years in the supervision of employees.
3. Three years full-time, wage-earning experience with automated data systems in the installation of computers, printers, communication devices, and office automation software in a local area network or wide area network environment.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of network facilities and data processing techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to develop and evaluate program goals, objectives, and procedures.
9. Skill to oversee program activities.
10. Skill in administrative problem-solving techniques.

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11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to identify, analyze, and resolve problems associated with network and multi-user computer systems.
13. Skill to review technical data and prepare technical reports.
14. Skill to prepare and maintain accurate records, files, and reports.
15. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.